

# SYLLABUS

## 22-BA-3080: Business Professionalism & Character

### Summer Semester 2018

MWF @ 8:00

**Instructor:** Mary E Gorman  
**Office:** 515 Lindner Hall  
**Phone:** 556-7137  
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**Office Hrs:** by appointment

#### Required Materials

Assigned readings to be downloaded via web links

#### Course Format and Objectives

My role is to help you learn, to provide you with resources and guide you in acquiring new perspectives and new knowledge. To fully capitalize this learning opportunity, come to class well prepared, having completed all readings and assignments, and ready to contribute.

As the foundational component of leadership, professionalism draws a clear distinction between being a manager and being a leader. This course is a deep-dive exploration of this theme and the key skills that define professionals: mentoring, self-discovery, working with others, communication for influence in business, and job search. In this course, you will learn to:

- Articulate elements of professionalism valued by organizations
- Assess and develop professional behaviors in yourself and identify them in others
- Develop strategies for success in the business environment through the cultivation of a confident professional persona
- **Form and articulate opinions related to professionalism and ethics and be open to and respectful of the opinions of others**

There are no exams or quizzes. Grading consists of assigning a point value to individual assignments, worksheets, team presentations, active participation and professional behavior including attendance

**Late work:** If you have an unexcused absence on a day when there is an in-class worksheet, you can make it up within 48 hours for **half credit**. With a documented excused absence, you can make it up for full credit within 48 hours. **Out-of-class assignments must be submitted on time regardless of whether the excuse is excused or unexcused or they will receive a zero! Lost professionalism points cannot be re-earned.**

**Canopy** (canopy.uc.edu) is of critical importance. Announcements, course documents, templates & presentation instructions will be posted on the canopy site. In addition, the LinkedIn assignment is to be submitted via the canopy site.

**Submitting Assignments:** All assignments not completed in class are to be TYPED to receive credit. The only assignment submitted online under 'weekly activities, option 1' is the LinkedIn assignment. All others are submitted in class.

#### Refuting a grade

**You have 7 days after a grade has been posted to refute it.** This includes professionalism points so check your grades on a daily or weekly basis. **If you come in late after attendance has been taken, it is your responsibility to notify Professor Gorman after class. You may not challenge an absence except on the day of the class in question.**

## Attendance & Professional Behavior

You will start with 15 professionalism points and it is fully in your control to hold on to those points throughout the semester. To avoid a point deduction in your professionalism grade, please show up to class on time & keep electronic devices put away except on the days they are required for course engagement. In addition, avoid unprofessional language or side conversations. You are expected to be fully engaged & respectful, listening to your classmates, guests, and instructor.

Attendance will be taken at each class. Unexcused absences result in a deduction of 3 points per absence. Tardies will result in a 1-3 point deduction depending on time of entry. **Note: it is possible to earn a negative professionalism score because deductions do not stop at zero.**

**Excused absences: \*You must notify the professor in advance of any excused absences and provide written verification of the absence. Without proper verification, it will be assumed that the absence is unexcused. No Exceptions!!**

- Illness or injury with a **doctor's note**
- Death in the family (with proper notification such as **prayer card or obituary link**)
- \*If you are not sure what constitutes an excused /unexcused absence, please ask the professor. **Work or volunteer commitments do NOT** constitute excused absences.

NOTE: As the instructor, I reserve the right to change the syllabus as I see necessary. I will notify you as much in advance as possible.

### Performance Evaluation

### Points Possible

In-class exercises/worksheets (16)	160 (10 points each)
Team Leadership Discussion	30
LinkedIn assignment	60
Generation homework	10
Professional conduct ( <b>including attendance</b> )	15
TOTAL	275

Final letter grades are assigned as follows:

94-100 = A	84-86 = B	74-76 = C	64-66 = D
90-93 = A-	80-83 = B-	70-73 = C-	60-63 = D-
87-89 = B+	77-79 = C+	67-69 = D+	59 or below = F

## Assignments

**In-class team exercises:** (10 points each/ 160 points). There will be sixteen (16) in-class exercises/worksheets during the course of the semester. Each exercise is worth 10 points for a total of 160 points. If you have an excused absence, you may make up the assignment for full credit; if you have an unexcused absence, you may make up the assignment for half credit. **Assignments must be made up within 48 hours after the absence, regardless of whether it's excused or unexcused.**

**Team Leadership Discussion:** (30pp). The ability to lead discussions and engage others in topics of interest is a prized skill in business practice. To increase your proficiency in this skill, teams will be charged with leading the class discussion for a particular class session. On the assigned day, your team will be responsible for leading the class in a discussion on the topic highlighted in the readings for that week. See below for specifics:

**Professional attire is required!**

1. **Video.** Choose a short video clip (2-3 minutes max) that highlights the day's topic. Teams are

encouraged to be creative and to draw the class into the topic in an engaging way. Humor is fine, but maintain a professional context; consider the appropriateness of your choice.

2. **Group Discussion.** Your team will lead the class discussion on your topic and assigned article(s). Present the most important & relevant information contained in your article(s) and then provide a set of questions to guide **an interactive class conversation**. The major objective of this exercise is to lead a substantive discussion and engage as much of the class as possible in the discussion.
3. **Group Engagement.** Teams will plan exercises or other forms of engagement to draw classmates into the topic (in addition to the discussion questions). **Be creative.**
4. **Delivery.** To earn full points, please **avoid reliance on notes or slides and be energetic!** Speak clearly and loudly and make eye contact with the audience. This discussion should be approximately 10-15 minutes in length (**no more than 15**). A grading sheet is posted on canopy & should guide your preparation & delivery.
4. Your team should turn in a hard copy of any slides (6 to a page) and any materials used on the day of the presentation on the day of your presentation. **If you fail to turn in these materials, it will result in a 5 point deduction.**

**LinkedIn Assignment (60 pp).** To avoid information overload on your first day in the course, Professor Gorman will cover the instructions and rubric for this assignment on the date listed on the weekly schedule.

**Generation homework: (10 points)** Professor Gorman will go over this assignment on the date listed on the weekly schedule.

**Professional Conduct: (15).** . As is the case with all Lindner College of Business classes, you are called to meet professional career-level standards – that is, the same standards that apply to a workplace. In terms of grading, professionalism includes several dimensions that model workplace behavior:

1. Attendance. Attendance is required – but I know that an occasional absence is unavoidable. If you must miss class, email your instructor **in advance** – the same protocol as with any workplace. It doesn't guarantee that the absence will be excused, but it's the professional way in which to communicate with the professor.
2. Punctuality. Arrive on time, so as not to be disruptive or lose professionalism points; **do not leave until class ends unless you have cleared it with Professor Gorman prior to class.**
3. Attentiveness. As noted, **there is no laptop or cell phone use during class.** Your classmates, speakers and professor deserve your full attention and positive engagement.
4. Participation. Participate both individually and as part of your team. Make comments, ask questions and engage and enlarge upon class material. Quality participation includes comments that move the discussion forward, generate comments from others; relate personal experiences relevant to the discussion, and are thought-provoking.

#### **Additional Policies**

1. Canceled Classes. If the University cancels class, assignments (other than presentations) will still be due according to the weekly schedule. Please be sure to check Canopy for updates to our schedule and assignments. **If the instructor cancels class for any reason, she will post an announcement on Canopy and send an email to students no later than 7am on the day of the canceled class.**
2. Incomplete. Incompletes will be given only when students make arrangements in advance. Students who do not complete all requirements will receive a corresponding letter grade.
3. **Extra credit work will not be given in order to raise a grade. Please do not ask your professor if there is anything you can do to get a better grade. There will be one opportunity at the end of the semester to earn 1 or 2 extra credit points and Professor Gorman will go over the requirements toward the end of the semester.**
4. Academic Dishonesty. This class will uphold the College's standards for ethics specified in our Values Statement: **"All College of Business interactions will be characterized by mutual respect and integrity, and driven by a shared desire for excellence."**The specifics of these values are detailed in the Student Code of Conduct ([http://www.uc.edu/conduct/Code\\_of\\_Conduct.html](http://www.uc.edu/conduct/Code_of_Conduct.html)). Any violation will be subject to the college review process, and could result in dismissal.

**Weekly Schedule: Summer Semester 2018**  
**Professor Mary Gorman**

<p><b>May 7</b></p> <p>Introduction /weekly schedule/readings/BB overview/ Opening exercise</p>	<p><b>May 9</b>  <b>BRING LAPTOPS</b>          Team assignments/Leadership Discussion instructions          Company culture worksheet #1          Salary negotiation worksheet #2  <b>*Read articles assigned to your group BEFORE Friday</b></p>	<p><b>May 11</b>  <b>BRING LAPTOPS</b>          LinkedIn Assignment instructions (due June 4<sup>st</sup> by 11:59 pm)           TEAM meetings: worksheet #3</p>
<p><b>May 14</b>          Ethics video: part I worksheet #4</p>	<p><b>May 16</b>          Ethics video: part II worksheet #5           Case study (Lisa &amp; Time) WS #6</p>	<p><b>May 16</b>  <b>Leadership Discussion #1:</b>          Emotional Intelligence           Self awareness/Conflict management          Worksheets #7</p>
<p><b>May 21</b>  <b>Leadership Discussion #2:</b>          Gender &amp; Racial Diversity in the Workplace           Gender exercise #8</p>	<p><b>May 23</b>  <b>Leadership Discussion #3:</b>          The Power Paradox &amp; Abuse of Power in the Workplace           *Stanford Prison Experiment          Power worksheet #9</p>	<p><b>May 25</b>  <b>Leadership Discussion #4:</b>          Generational Leadership           Case study (Bill &amp; Ruth) worksheet # 10</p>
<p style="text-align: center;"><b>MEMORIAL DAY</b></p>	<p><b>May 30</b>  <b>Leadership Discussion #5:</b>          Mentoring Millennials   <b>*Generation homework instructions</b>          *Mentoring worksheet #11</p>	<p><b>June 1</b>   <b>Joe Schlotman: VP Dewey's Pizza</b></p>
<p><b>June 4</b>  <b>LINKEDIN ASSIGNMENT DUE BY 11:59 PM ON CANOPY</b>  <b>Leadership Discussion #6:</b>          Coddling of Millennials           Worksheet #12</p>	<p><b>June 6</b>  <b>BOOMER GENERATION overview &amp; 4 generations in the workplace</b>   <b>*Generation HW due in class</b></p>	<p><b>June 8</b>  <b>Leadership Discussion #7: Jerks</b>          in the Workplace &amp; Incivility in the Workplace           Worksheet #13</p>
<p><b>June 11</b>  <b>Leadership Discussion #8:</b>          What's Your Story           Elevator pitches: worksheet #14</p>	<p><b>June 13</b>  <b>Leadership Discussion #9:</b>          Branding           SWOT: worksheet #15</p>	<p><b>June 15</b>  <b>Leadership Discussion #10:</b>          Digital Presence           Case study dopamine: WS #16</p>